



Preschool emergency and evacuation procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2	Regulation 97 Regulation 98	Leading and operating department preschool guidelines Emergency Management Procedures
Pre-reading and reference documents		
<p>Emergency and incident management resources</p> <p>Relevant emergency authorities</p> <p>Incident response plan (crash card)</p> <p>Sample communications plan</p> <p>Emergency Response Exercise Debrief and Report Template</p> <p>Emergency evacuation procedure rehearsals</p> <p>Appendices</p> <p>Preschool Evacuation Plan Preschool Evacuation Floor Plan Preschool Staff Responsibilities Evacuation and Emergency Rehearsal Register Whole School Evacuation Plan including:</p> <ul style="list-style-type: none"> ➤ Staff responsibilities ➤ Evacuation school map ➤ Evacuation Plan ➤ Lockdown Procedure ➤ Emergency Procedure ➤ Evacuation Poster 		
Staff roles and responsibilities		
School principal	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> • the preschool is compliant with legislative standards related to this procedure at all times • all staff involved in the preschool are familiar with and implement this procedure • all procedures are current and reviewed as part of a continuous cycle of self-assessment. <p>The principal ensures that a serious incident notification is made to Early Learning</p>	

	within 24 hours when there has been an emergency at the preschool that posed a risk to the health, safety or wellbeing of the children.
Preschool supervisor	The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection.
Preschool educators	The preschool educators are responsible for working with leadership to ensure: <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, as required, or at least annually • ensuring the details of this procedure's review are documented.
Procedure	
Planning and displayed information	<ul style="list-style-type: none"> • This procedure is informed by the whole school <i>Emergency Management Plan</i>, which details emergency authorities consulted in its development. It includes instructions for action to be taken in an emergency situation or evacuation and is developed and reviewed in consultation with the school WHS committee. The preschool evacuation plan includes a floor plan, staff responsibilities and emergency rehearsal register. The instructions are displayed prominently at all preschool exits • Instructions for emergency procedures and evacuation maps are clearly displayed at each preschool exit. • Emergency contact phone numbers are displayed with the preschool landline phone. • A risk management plan is prepared annually related to potential emergencies related to the preschool. These plans are updated by the preschool supervisor in collaboration with the preschool teacher. • A serious incident notification will be made to Early Learning (phone 1300 083 698) within 24 hours when there has been an emergency at the preschool that posed a risk to the health, safety or wellbeing of the children or if emergency services attended the preschool.
Evacuation and emergency procedures rehearsals	<ul style="list-style-type: none"> • Rehearsals for all emergency procedures and evacuations take place at least every 12 weeks. • These take place at various times and days of the week and utilise different exit routes. • All staff, visitors, volunteers, children and the responsible person in charge (principal) present at the time of a rehearsal, take part in the rehearsal. • Following a rehearsal an evaluation of it is made and documented. This documentation includes a list of the children and staff present and suggests any required modifications to the emergency procedures or evacuation.
During an evacuation	<ul style="list-style-type: none"> • The preschool follows the evacuation procedure noted in the whole school <i>Emergency Management Plan</i>. • On evacuating, the following items are taken with the group: <ul style="list-style-type: none"> ○ arrivals and departures register ○ first aid kit ○ individual emergency medication and medical plans ○ children's emergency contacts • On hearing the signal to <i>evacuate</i>, the preschool educators instruct the children to assemble. A whistle is blown and the students line up in front of the preschool teacher

	<ul style="list-style-type: none"> • A head count is made on leaving the preschool premises and repeated periodically while away from the preschool site. The group leave with children holding a plastic ring rope. The preschool teacher at the front and the preschool SLSO at the back. • The group follows the evacuation route to the designated assembly point. The group waits here until instructed to do otherwise by the principal.
During an emergency lock-out	<ul style="list-style-type: none"> • On hearing the signal to <i>lockout</i>, educators take the necessary steps to lock all external gates and doors. • Preschool specific instructions are based on the school's <i>Emergency Management Plan</i>
During an emergency lockdown	<ul style="list-style-type: none"> • On hearing the signal to <i>lockdown</i>, the educators direct the children and anyone else present in the preschool to the identified shelter location. • Preschool specific instructions based on school's <i>Emergency Management Plan</i>

Record of procedure's review
Date of review and who was involved
Term 2 – 7 th June 2021 – Kristen McNeill
Key changes made and reason/s why
Record of communication of significant changes to relevant stakeholders
Amiee Jahshan – Principal Joanne Jurgeit – Preschool teacher Hayley Cook – preschool teacher Patricia May – Preschool SLSO Staff covering educator's breaks

Record of procedure's review
Date of review and who was involved
Term 2 – 17 th June 2022 – Joanne Jurgeit
Key changes made and reason/s why
Record of communication of significant changes to relevant stakeholders
Amiee Jahshan – Principal Patricia May – Preschool SLSO Staff covering educator's breaks